

FIRE PREVENTION STANDARDS

Subject: Over the Counter Plan Review**Number:** 441.103**Date:** 15 January 2003

I. OBJECTIVE

To provide a uniform standard on the type of plan reviews may be conducted “over the counter” or “fast tracked”.

II. SCOPE

The following types of plans may qualify for an over the counter / fast track plan review:

- Tenant improvements not exceeding 2,000 square feet in established office, warehouse or retail spaces not involving a complex review or changes to the exiting system
- Not more than four separate partition walls
- Installation of interior or exterior doors
- Installing, raising or lowering T-Bar type ceilings
- Certificates of release
- Installation or relocation of not more than 20 sprinkler heads (not involving hydraulic calculations)
- Installation or relocation of not more than 5 fire alarm devices where there is no increase to the power load to the existing circuits
- Water flow and tamper alarm systems
- Cellular towers
- Above ground flammable liquid tanks in accordance with FPS 435.202
- LPG (propane) tanks
- Installing underground fire service piping (with approved civil engineering plans)
- Fences and gates
- Knox locks and switches
- Exterior facades/awnings
- Tents and canopies

III. PROCEDURE

- Clerical staff will obtain the completed application form
- Plans will be reviewed by the inspector of the day or the area inspector by appointment
- Approved plans will be stamped with the fast track plan review stamp by the approving inspector
- The plan check number will be written in red marker in the upper left corner of all sets of the approved plans. “Job Set” will be written on one set of the customer’s plans.
- The district set of the plans and associated paperwork will be given to the clerical staff for data entry and filing.
- A minimum one half hour “over the counter fee” in addition to the normal project type processing fee will be due at the time of review.

Mike Dobson, Fire Marshal